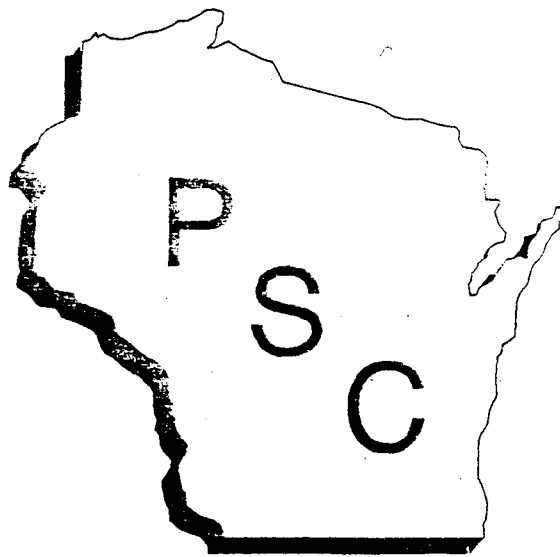


Uniform System of Accounts
for Municipally Owned Utilities
Class D Water



Public Service Commission
of Wisconsin

Effective January 1, 1960



State of Wisconsin \ PUBLIC SERVICE COMMISSION

September 30, 1988

CHARLES H. THOMPSON, CHAIRMAN
MARY LOU MUNTS, COMMISSIONER
GEORGE R. EDGAR, COMMISSIONER
4802 Sheboygan Avenue
P. O. Box 7854
Madison, Wisconsin 53707

TO: All Municipal Utilities:

The purchase and use of computers by utilities for various accounting, record keeping and operating functions has been increasing at a rapid pace and this pace is expected to continue.

Under the Uniform System of Accounts, the normal classification for general use computers and computer related equipment has been Account 391, Office Furniture and Equipment. Due to the nature of this equipment, its service life and unit cost is significantly different from other classes of property included in Account 391.

Because of these differences we are making the accounting recommendation to all municipal utilities to segregate and subaccount all general use computers and computer related equipment to Account 391.1, Computers. It is recommended that the following depreciation rate be used for this subaccount:

<u>Classes A, B, and C Water and Electric Service</u>				
<u>Account</u>	<u>Description</u>	<u>Life (Years)</u>	<u>Net Salvage (%)</u>	<u>Deprec. Rate (%)</u>
391.1	Computers	7	-0-	14.29%

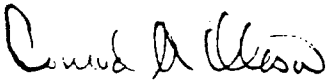
<u>Class D Water and Electric or Sewer Service</u>				
<u>Account</u>	<u>Description</u>	<u>Life (Years)</u>	<u>Net Salvage (%)</u>	<u>Deprec. Rate (%)</u>
372.1	Computers	7	-0-	14.29%

If your utility has already established a subaccount for its computer and computer related equipment and has a certified or authorized rate different from the above recommended rate, please continue to use the depreciation rate as previously authorized or certified to your utility.

All Municipal Utilities
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If your utility has information and/or reasons to use a service life different from the above recommended rate, please send this information to Clarence Mougin, Accounts and Finance Division for our analysis and determination.

Sincerely,



Conrad A. Oleson, Administrator
Accounts and Finance Division

CAO:CEM:pdr09288802

In the Matter of Uniform Systems)
of Accounts for Municipally Owned) 2-U-5005
Water and Electric Utilities)

ORDER PRESCRIBING SYSTEMS OF ACCOUNTS

WHEREAS, on May 22, 1958, the Commission instituted an investigation, on its own motion, of the systems of account for municipally owned water and electric utilities; and

WHEREAS, such matter was investigated by the staff of the Commission in co-operation with a committee of municipal utility representatives; and

WHEREAS, pursuant to due notice, the Commission did, on December 17, 1958, hold a public hearing on said matter for the purpose of giving all parties interested an opportunity to be heard in the above-entitled matter; and

WHEREAS, the Commission being duly advised in the premises, finds that it is in the public interest that the presently effective systems of accounts for water and electric utilities be made inapplicable to municipally owned water and electric utilities subsequent to December 31, 1959, and that there be substituted for the use of such municipal utilities the systems of accounts as prescribed below.

IT IS THEREFORE ORDERED, in conformity with section 196.06, Statutes, that on and after January 1, 1960, the Uniform System of Accounts for Classes A and B Water Utilities, Exhibit 1, the Uniform System of Accounts for Class C Water Utilities, Exhibit 2, the Uniform System of Accounts for Class D Water Utilities, Exhibit 3, the Uniform System of Accounts for Classes A and B Electric Utilities, Exhibit 4, the Uniform System of Accounts for Class C Electric Utilities, Exhibit 5, and the Uniform System of Accounts for Class D Electric Utilities, Exhibit 6, as introduced at the hearing on December 17, 1958, be and the same are hereby prescribed for use of the several classes of municipally owned water and electric utilities as defined in said systems, provided, however, that, in instances where a municipality owns both a water and an electric utility, the larger size classification applicable to either shall be applied to each utility.

Dated at Madison, Wisconsin, this 9th day of January 1959.

By the Commission.

Edward T. Kaveny, Secretary

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DEFINITIONS

When used in this system of accounts:

1. "Accounts" means the accounts prescribed in this system of accounts.
2. "Amortization" means the gradual extinguishment of an amount in an account by distributing such amount over a fixed period, over the life of the asset or liability to which it applies, or over the period during which it is anticipated the benefit will be realized.
3. "Book cost" means the amount at which property is recorded in these accounts without deduction of related provisions for accrued depreciation, amortization or for other purposes.
4. "Commission," unless otherwise indicated by the context, means the Public Service Commission of Wisconsin.
5. "Cost" means the amount of money actually paid for property or services. When the consideration given is other than cash, the value of such consideration shall be determined on a cash basis.
6. "Cost of removal" means the cost of demolishing, dismantling, tearing down or otherwise removing utility plant, including the cost of transportation and handling incidental thereto.
7. "Depreciation," as applied to depreciable utility plant, means the loss in service value not restored by current maintenance, incurred in connection with the consumption or prospective retirement of utility plant in the course of service from causes which are known to be in current operation and against which the utility is not protected by insurance. Among the causes to be given consideration are wear and tear, decay, action of the elements, inadequacy, obsolescence, changes in the art, changes in demand and requirements of public authorities.
8. "Investment advances" means advances, represented by notes or by book accounts only, with respect to which it is mutually agreed or intended between the creditor and debtor that they shall not be subject to current settlement.
9. "Minor items of property" means the associated parts or items of which retirement units are composed.
10. "Municipality" means a city, village, town or other governmental entity which owns the proprietary capital of the public utility.
11. "Net salvage value" means the salvage value of property retired less the cost of removal.
12. "Original cost," as applied to utility plant, means the cost of such property to the person first devoting it to public service.

DEFINITIONS

13. "Property retired," as applied to utility plant, means property which has been removed, sold, abandoned, destroyed, or which for any cause has been withdrawn from service.

14. "Replacing" or "replacement," when not otherwise indicated in the context, means the construction or installation of utility plant in place of property retired, together with the removal of the property retired.

15. "Retirement units" means those items of utility plant which, when retired, with or without replacement, are accounted for by crediting the book cost thereof to the utility plant account in which included.

16. "Salvage value" means the amount received for property retired, less any expenses incurred in connection with the sale or in preparing the property for sale; or, if retained, the amount at which the material recoverable is chargeable to materials and supplies, or other appropriate account.

17. "Service life" means the time between the date utility plant is includible in utility plant in service, or utility plant leased to others, and the date of its retirement. If depreciation is accounted for on a production basis rather than on a time basis, then service life should be measured in terms of the appropriate unit of production.

18. "Service value" means the difference between original cost and net salvage value of utility plant.

19. "Utility," as used herein and when not otherwise indicated in the context, means any public utility to which this system of accounts is applicable.

1. Classification of Utilities

- A. For the Purpose of applying systems of accounts prescribed by the Commission, water utilities are divided into three classes, as follows:

Class AB. Utilities having 4000 or more customers.

Class C Utilities having 1000 to 3999 customers.

Class D Utilities having 0001 to 0999 customers.

- B. This system of accounts applies only to Class D utilities. Those applicable to Class C and Class AB utilities are issued separately.
- C. The class to which any utility belongs shall originally be determined by the average number of customers indicated on the utility's 1993 annual report. Thereafter, utilities would continue to be reclassified based on the yearly annual report filings. Reclassification will be contingent upon exceeding the next range of customers for three consecutive years.
- D. Any utility may, at its option, adopt the system of accounts prescribed by the Commission for any larger class of utilities.

2. Records

- A. Each utility shall keep its books of account, and all other books, records, and memoranda which support the entries in such books of account so as to be able to furnish readily full information as to any item included in any account. Each entry shall be supported by such detailed information as will permit a ready identification, analysis and verification of all facts relevant thereto.
- B. In addition to prescribed accounts, clearing accounts, temporary or experimental accounts, and subdivisions of any account, may be kept, provided the integrity of the prescribed accounts is not impaired.
- C. Each Utility shall keep its books on either a monthly or quarterly basis. Each utility shall close its books at the end of each calendar year.

GENERAL INSTRUCTIONS

3. Item Lists

Lists of "items" appearing in the texts of the accounts or elsewhere herein are for the purpose of more clearly indicating the application of the prescribed accounting. The lists are intended to be representative, but not exhaustive. The appearance of an item in a list warrants the inclusion of the item in the account mentioned only when the text of the account also indicates inclusion inasmuch as the same item frequently appears in more than one list. The proper entry in each instance must be determined by the texts of the accounts. In cases of doubtful interpretation, the matter shall be submitted to the Commission for decision.

4. Distribution of Pay and Expenses of Employees

The charges to utility plant, operating expenses and other accounts for services and expenses of employees engaged in activities chargeable to various accounts, such as construction, maintenance, and operations, shall be based upon the actual time engaged in the respective classes of work, or in case that method is impracticable, upon the basis of a study of the time actually engaged during a representative period.

UTILITY PLANT INSTRUCTIONS

1. Utility Plant to be Recorded at Cost

A. All amounts included in the accounts for utility plant acquired as an operating unit or system, shall be stated at the cost incurred by the person who first devoted the property to utility service and all other utility plant shall be included in the accounts at the cost incurred by the utility except as otherwise provided in the texts of the intangible plant accounts. Where the term "cost" is used in the detailed plant accounts, it shall have the meaning stated in this paragraph.

B. When the consideration given for property is other than cash, the value of such consideration shall be determined on a cash basis. In the entry recording such transaction, the actual consideration shall be described with sufficient particularity to identify it. The utility shall be prepared to furnish the Commission the particulars of its determination of the cash value of the consideration if other than cash.

C. When property is purchased under a plan involving deferred payments, no charge shall be made to the utility plant accounts for interest, insurance or other expenditures occasioned solely by such form of payment.

D. Utility plant contributed to the utility or constructed by it from contributions to it of cash or its equivalent shall be charged to the utility plant accounts at cost of construction, estimated if not known. There shall be credited to the accounts for accumulated depreciation and amortization the estimated amount of depreciation and amortization applicable to the property at the time of its contribution to the utility. The difference between the amounts included in the utility plant accounts and the accumulated depreciation and amortization shall be credited to account 271, Contributions in Aid of Construction.

2. Components of Construction Cost.

The cost of construction of property chargeable to the utility plant accounts shall include, where applicable, the cost of labor, materials and supplies, transportation, work done by others for the utility, injuries and damages incurred in construction work, privileges and permits, special machine service, interest during construction and such portion of general engineering, administrative salaries and expenses, insurance, taxes and other analogous items as may be properly includible in construction costs.

3. Land and Land Rights

A. The accounts for land and land rights include the cost of land owned in fee by the utility and rights, interests, and privileges held by the utility in land owned by others, such as leaseholds, easements, water and water power rights, diversion rights, submersion rights, rights of way, and other like interest in land. Do not include in the accounts for land and land rights and rights of way costs incurred in connection with first clearing and grading of land and rights of way and the damage costs associated with the construction and installation of plant. Such costs shall be included in the appropriate plant accounts directly benefited.

UTILITY PLANT INSTRUCTIONS

B. Where special assessments for public improvements provide for deferred payments, the full amount of the assessments shall be charged to the appropriate land account and the unpaid balance shall be carried in an appropriate interest account. Interest on unpaid balances shall be charged to the appropriate interest account. If any part of the cost of public improvements is included in the general tax levy, the amount thereof shall be charged to the appropriate tax account.

C. The cost of buildings and other improvements (other than public improvements) shall not be included in the land accounts. If at the time of acquisition of an interest in land such interest extends to buildings or other improvements (other than public improvements), which are then devoted to utility operations, the land and improvements shall be separately appraised and the cost allocated to land and buildings or improvements on the basis of the appraisals. If the improvements are removed or wrecked without being used in operations, the cost of removing or wrecking shall be charged and the salvage credited to the account in which the cost of the land is recorded.

D. When the purchase of land for utility operations requires the purchase of more land than needed for such purposes, the charge to the specific land account shall be based upon the cost of the land purchased less the fair market value of that portion of the land which is not to be used in utility operations. The portion of the cost measured by the fair market value of the land not to be used shall be included in account 394, Property Held for Future Use, or account 121, Nonutility Property, as appropriate.

4. Structures and Improvements

A. The accounts for structures and improvements include the cost of all buildings and facilities to house, support, or safeguard property or persons, including all fixtures permanently attached to and made a part of buildings and which cannot be removed therefrom without cutting into the walls, ceilings, or floors, or without in some way impairing the buildings, and improvements of a permanent character on or to land. Also include those costs incurred in connection with the first clearing and grading of land and rights-of-way, and the damage costs associated with construction and installation of plant.

B. The cost of specially provided foundations not intended to outlast the machinery or apparatus for which provided, and the cost of angle irons, castings, etc., installed at the base of any item of equipment, shall be charged to the same account as the cost of the machinery, apparatus or equipment.

C. Where furnaces and boilers are used primarily for furnishing steam for some particular department and only incidentally for furnishing steam for heating a building and operating the equipment therein, the entire cost of such furnaces and boilers shall be charged to the appropriate plant account, and no part to the building account.

D. Where the structure of a dam forms also the foundation of a building, such foundations shall be considered a part of the dam.

UTILITY PLANT INSTRUCTIONS

5. Equipment

A. The cost of equipment chargeable to the utility plant accounts, unless otherwise indicated in the test of an equipment account, includes the net purchase price thereof, sales taxes, investigation and inspection expenses necessary to such purchase, expenses of transportation when borne by the utility, labor employed, materials and supplies consumed, and expenses incurred by the utility in unloading and placing the equipment in readiness to operate. Also include those costs incurred in connection with the first clearing and grading of land and rights-of-way and the damage costs associated with construction and installation of plant.

B. Exclude from equipment accounts hand and other portable tools, which are likely to be lost or stolen or which have relatively small value of short life, unless the correctness of the accounting therefor as utility plant is verified by current inventories. Special tools acquired and included in the purchase price of equipment shall be included in the appropriate plant account. Portable drills and similar tool equipment when used in connection with the operation and maintenance of a particular plant or department, such as pumping, distribution, etc., or in "stores", shall be charged to the plant account appropriate for their use.

C. The equipment accounts shall include angle irons and similar items which are installed at the base of an item of equipment, but piers and foundations which are designed to be as permanent as the buildings which house the equipment, or which are constructed as a part of the building and which cannot be removed without cutting into the walls, ceilings, or floors, or without in some way impairing the building, shall be included in the building accounts.

6. Utility Plant Retired

A. When depreciable utility plant is abandoned, destroyed, withdrawn or otherwise retired from service for any cause, the book cost of the plant shall be deducted from the utility plant accounts and charged to accumulated provision for depreciation. The cost of removing such plant (except customer meters) shall be charged to accumulated provision for depreciation and the amount received for any materials recovered and sold, or salvage value if returned to stores, shall be credited to the accumulated provision for depreciation. It is not intended that the above procedure shall be followed in the replacement of minor items of plant, the replacement of which is charged to operating expense accounts.

B. The book cost of land retired shall be credited to the appropriate land account. If the land is sold, the difference between the book cost (less any accumulated provision for depreciation or amortization therefor which has been authorized and provided) and the sale price of the land (less commissions and other expenses of making the sale) shall be charged or credited, as appropriate, to account 434, Miscellaneous Credits to Surplus, or account 435, Miscellaneous Debits to Surplus. If the land is not used in utility service but is retained by the utility, the book cost shall be charged to account 394, Property Held for Future Use, or account 121, Non-utility Property, as appropriate.

UTILITY PLANT INSTRUCTIONS

C. The book cost of utility plant retired shall be the amount at which such property is included in the utility plant accounts, including all components of construction costs. The book cost shall be determined from the utility's records and, if this cannot be done, it shall be estimated. When it is impracticable to determine the book cost of each unit, due to the relatively large number or small cost thereof, an appropriate average book cost of the units, with due allowance for any differences in size and character, shall be used as the book cost of the units retired.

BALANCE SHEET ACCOUNTS

Assets and Other Debits

1. Utility Plant

- 100. Utility Plant
- 110. Accumulated Provision for Depreciation and Amortization of
Utility Plant

2. Other Property and Investments

- 121. Nonutility Property
- 122. Accumulated Provision for Depreciation and Amortization of
Nonutility Property
- 123. Investment in Municipality
- 124. Other Investments
- 125. Special Funds

3. Current and Accrued Assets

- 131. Cash and Working Funds
- 132. Temporary Cash Investments
- 141. Notes Receivable
- 142. Customer Accounts Receivable
- 143. Other Accounts Receivable
- 144. Accumulated Provision for Uncollectible Accounts
- 145. Receivables from Municipality
- 150. Materials and Supplies
- 165. Prepayments
- 170. Other Current and Accrued Assets

4. Deferred Debits

- 181. Unamortized Debt Discount and Expense
- 182. Extraordinary Property Losses
- 183. Other Deferred Debits

Liabilities and Other Credits

5. Proprietary Capital

- 200. Capital Paid in by Municipality
- 215. Appropriated Earned Surplus
- 216. Unappropriated Earned Surplus

6. Long-Term Debt

- 221. Bonds
- 223. Advances from Municipality
- 224. Other Long-Term Debt

BALANCE SHEET ACCOUNTS

7. Current and Accrued Liabilities

- 231. Notes Payable
- 232. Accounts Payable
- 233. Payables to Municipality
- 235. Customer Deposits
- 236. Taxes Accrued
- 237. Interest Accrued
- 238. Other Current and Accrued Liabilities

8. Deferred Credits

- 251. Unamortized Premium on Debt
- 252. Customer Advances for Construction
- 253. Other Deferred Credits

9. Operating Reserves

- 265. Miscellaneous Operating Reserves

10. Contributions in Aid of Construction

- 271. Contributions in Aid of Construction

BALANCE SHEET ACCOUNTS

1. Utility Plant

100. Utility Plant

A. This account shall include the book amount of utility plant, included in the plant accounts 301 to 397, inclusive, prescribed herein and in similar accounts for other utility departments, and having an expectation of life in service of more than one year from date of installation, including such property owned by the utility but held by nominees. Separate subaccounts shall be maintained hereunder for each utility department.

B. The cost of additions to and betterments of property leased from others, which are includible in this account, shall be maintained in subdivisions separate and distinct from those relating to owned property.

110. Accumulated Provision for Depreciation and Amortization of Utility Plant

A. This account shall be credited with the following:

- (1) Amounts charged to account 403, Depreciation Expense, to account 404, Amortization Expense, to account 413, Expenses of Utility Plant leased to Others, to account 416, Costs and Expenses of Merchandising, Jobbing and Contract Work, or to clearing accounts for currently accruing depreciation or amortization of plant.
- (2) Amounts charged to account 435, Miscellaneous Debits to Surplus, for past accrued depreciation or amortization.
- (3) Amounts of depreciation applicable to utility properties acquired as operating units or systems.
- (4) Amounts chargeable to account 182, Extraordinary Property Losses, when authorized by Commission.
- (5) Amounts of depreciation applicable to utility plant donated to the utility.

B. At the time of retirement of utility plant, this account shall be charged with the book cost of the property retired and the cost of removal, and shall be credited with the salvage value and any other amounts recovered, such as insurance.

C. The credits and debits to this account shall be so kept as to show separately: (1) the amount of accrual for depreciation or amortization, (2) the book cost of property retired, (3) cost of removal, (4) salvage, and (5) other items, including recoveries from insurance.

BALANCE SHEET ACCOUNTS

D. The utility is restricted in its use of the provisions for depreciation to the purposes set forth above. It shall not divert any portion of this account to earned surplus or make any other use thereof without authorization by the Commission.

2. Other Property and Investments

121. Nonutility Property

This account shall include the book cost of land, structures, equipment or other tangible or intangible property owned by the utility, but not used in utility service and not properly includible in account 394, Property Held for Future Use.

122. Accumulated Provision for Depreciation and Amortization of Nonutility Property

This account shall include the accumulated provision for depreciation and amortization applicable to property other than utility plant.

123. Investment in Municipality

This account shall include the book cost of securities of the municipality owned by the utility and the amount of loans and advances made by the utility to the municipality, when such loans and advances are subject to repayment but are not subject to current settlement.

124. Other Investments

A. This account shall include the book cost of investments in securities issued or assumed by others and any investments not accounted for elsewhere. Include also the offsetting entry to the recording of amortization of discount or premium on interest-bearing investments. (See account 419, Interest and Dividend Income.)

B. The records shall be maintained in such manner as to show the amount of each investment and the investment advances to each person.

125. Special Funds

This account shall include the amount of cash and book cost of investments which have been segregated in special funds for bond retirements, property additions, and replacements, insurance, employees' pensions, savings, relief, hospital, and other purposes not provided for elsewhere. A separate account, with appropriate title, shall be kept for each fund.

Note.--Amounts deposited with a trustee under the terms of an irrevocable trust agreement for pensions or other employees' benefits shall not be included in this account.

BALANCE SHEET ACCOUNTS

3. Current and Accrued Assets

131. Cash and Working Funds

This account shall include the amount of cash on hand and in banks and cash advanced to officers, agents, employees, and others as petty cash or working funds. Special cash deposits for payment of interest or other special purposes shall be included in this account in separate subdivisions which shall specify the purpose for which each such special deposit is made.

Note.--Special deposits for more than one year which are not offset by current liabilities, shall not be charged to this account but to account 125, Special Funds.

132. Temporary Cash Investments

A. This account shall include the book cost of investments, such as demand and time loans, bankers' acceptances, United States Treasury certificates, marketable securities, and other similar investments, acquired for the purpose of temporarily investing cash.

B. This account shall be so maintained as to show separately temporary cash investments in securities of associated companies and of others. Records shall be kept of any pledged investments.

141. Notes Receivable

This account shall include the book cost, not includible elsewhere, of all collectible obligations in the form of notes receivable and similar evidences (except interest coupons) of money due on demand or within one year from the date of issue.

Note.--The face amount of notes receivable, discounted, sold, or transferred without releasing the utility from liability as endorser thereon, shall be credited to a separate subdivision of this account and appropriate disclosure shall be made in financial statements of any contingent liability arising from such transactions.

142. Customer Accounts Receivable

A. This account shall include amounts due from customers for utility service, and for merchandising, jobbing and contract work. This account shall not include amounts due from the municipality.

B. This account shall be maintained so as to show separately the amounts due for merchandising, jobbing and contract work.

BALANCE SHEET ACCOUNTS

143. Other Accounts Receivable

This account shall include amounts due the utility upon open accounts, other than amounts due from the municipality and from customers for utility services and merchandising, jobbing and contract work.

144. Accumulated Provision for Uncollectible Accounts

This account shall be credited with amounts provided for losses on accounts receivable which may become uncollectible, and also with collections on accounts previously charged hereto. Concurrent charges shall be made to account 690, Uncollectible Accounts, for amounts applicable to utility operations, and to corresponding accounts for other operations. Records shall be maintained so as to show the write-offs of accounts receivable for each utility department.

Note A.--Accretions to this account shall not be made in excess of a reasonable provision against losses of the character provided for.

Note B.--If provisions for uncollectible notes receivable are necessary, separate subaccounts therefor shall be established under account 141, Notes Receivable.

145. Receivables from Municipality

This account shall include amounts due the utility from the municipality or its other departments which are subject to current settlement.

150. Materials and Supplies

A. This account shall include the cost of fuel on hand and unapplied materials and supplies (except meters). It shall include also the book cost of materials recovered in connection with construction, maintenance or the retirement of property, such materials being credited to construction, maintenance, or accumulated depreciation provision, respectively, and included herein as follows:

- (1) Reusable materials consisting of large individual items shall be included in this account at original cost, estimated if not known. The cost of repairing such items shall be charged to the maintenance account appropriate for the previous use.
- (2) Reusable materials consisting of relatively small items, the identity of which (from the date of original installation to the final abandonment or sale thereof) cannot be ascertained without undue refinement in accounting, shall be

BALANCE SHEET ACCOUNTS

included in this account at current prices new for such items. The cost of repairing such items shall be charged to the appropriate expense account as indicated by previous use.

- (3) Scrap and nonusable materials included in this account shall be carried at the estimated net amount realized therefrom. The difference between the amounts realized for scrap and nonusable materials sold and the net amount at which the materials were carried in this account, as far as practicable, shall be adjusted to the accounts credited when the materials were charged to this account.

B. Materials and supplies issued shall be credited hereto and charged to the appropriate construction, operating expense, or other account on the basis of a unit price determined by the use of cumulative-average, first-in-first-out, or such other method of inventory accounting as conforms with accepted accounting standards consistently applied.

C. Inventories of materials, supplies, fuel, etc., shall be taken at least annually and the necessary adjustments shall be made to bring this account into agreement with the actual inventories. In effecting the adjustments, large differences which can be assigned to important classes of materials shall be equitably adjusted among the accounts to which such classes of materials have been charged since the previous inventory. Other differences shall be equitably apportioned among the accounts to which materials have been charged.

Items

1. Invoice price of materials less cash or other discounts.
2. Freight, switching or other transportation charges when practicable to include as part of the cost of particular materials to which they relate.
3. Customs duties and excise taxes.
4. Costs of inspection and special tests prior to acceptance.
5. Insurance and other directly assignable charges.

Note A.--Where expenses applicable to materials purchased cannot be directly assigned to particular purchases, they may be charged to a stores expense clearing account and distributed therefrom to the appropriate account.

Note B.--When materials and supplies are purchased for immediate use, they need not be carried through this account but may be charged directly to the appropriate utility plant or expense account.

BALANCE SHEET ACCOUNTS

165. Prepayments

A. This account shall include the amount of rents, taxes, insurance, interest and like disbursements made in advance of the period to which they apply. As the periods covered by such prepayments expire, credit this account and charge the proper operating expense or other account with the amount applicable to the period.

B. This account shall be kept or supported in such manner as to disclose the amount of each class of prepayments.

170. Other Current and Accrued Assets

This account shall include the book cost of all other current and accrued assets, appropriately designated and supported so as to show the nature of each asset included herein.

4. Deferred Debits

181. Unamortized Debt Discount and Expense

A. This account shall include the total of the unamortized balance of discount and expense for all classes of long-term debt.

B. The discount and expense shall be amortized over the life of the respective issues under a plan which will distribute the amounts equitably over the life of the securities. The amortization shall be charged to account 428, Amortization of Debt Discount and Expense. The utility may, however, accelerate the writing off of discount and expense where the amounts are insignificant.

182. Extraordinary Property Losses

A. When authorized or directed by the Commission, this account shall include extraordinary losses on property abandoned or otherwise retired from service which are not provided for by the accumulated provisions for depreciation or amortization and which could not reasonably have been foreseen and provided for, and extraordinary losses, such as unforeseen damages to property, which could not reasonably have been anticipated and which are not covered by insurance or other provisions.

B. The entire cost, less net salvage, of depreciable property retired shall be charged to accumulated provision for depreciation. If all, or a portion, of the loss is to be included in this account, the accumulated provision for depreciation shall then be credited and this account charged with the amount properly chargeable hereto.

C. Application to the Commission for permission to use the account shall be accompanied by a statement giving a complete explanation with respect to the items which it is proposed to include herein, the period over which, and the accounts to which it is proposed to write off the charges, and other pertinent information.

BALANCE SHEET ACCOUNTS

183. Other Deferred Debits

A. This account shall include the following classes of items:

- (1) Expenditures for preliminary surveys, plans, investigations, etc., made for the purpose of determining the feasibility of projects under contemplation. If construction results, this account shall be credited with the amount applicable thereto and the appropriate plant accounts shall be charged with an amount which does not exceed the expenditures which may reasonably be determined to contribute directly and immediately and without duplication to plant. If the work is abandoned, the charge shall be to account 435, Miscellaneous Debits to Surplus, or to the appropriate operating expense account.
- (2) Undistributed balances in clearing accounts at the date of the balance sheet. Balances in clearing accounts shall be substantially cleared not later than the end of the calendar year unless items held therein relate to a future period.
- (3) Balances representing expenditures for work in progress other than on utility plant. This includes jobbing and contract work in progress.
- (4) Other debit balances, the proper final disposition of which is uncertain, and unusual or extraordinary expenses, not included in other accounts, which are in process of being written off.

B. The records supporting the entries to this account shall be so kept that the utility can furnish full information as to each deferred debit included herein.

5. Proprietary Capital

200. Capital Paid in by Municipality

A. This account shall include the capital invested by the municipality in the utility which is not subject to repayment by the utility on demand or at a fixed future date. This includes the cost of plant constructed or acquired by the municipality and transferred to the utility free and clear of debt, cash transferred to the utility for construction of plant or for working capital or other permanent investment of the municipality in the utility.

B. There shall be charged to this account all amounts paid by the utility in liquidation of the capital paid in by the municipality.

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Note.--Do not include in this account any amount representing advances subject to repayment or amounts subject to current settlement. (See accounts 223 and 233.)

215. Appropriated Earned Surplus

This account shall include the amount of earned surplus which has been appropriated or set aside for specific purposes. Separate sub-accounts shall be maintained under such titles as will designate the purpose for which each appropriation was made.

216. Unappropriated Earned Surplus

This account shall include the balance, either debit or credit, of unappropriated surplus arising from earnings.

6. Long-Term Debt

221. Bonds

A. This account shall include the face value of actually issued and unmatured bonds which are direct obligations of the utility. Bonds which have been issued as general obligations of the municipality shall not be included herein even though the proceeds of the issue have been devoted to utility purposes. In such a case, the amount of the proceeds received by the utility department shall be recorded as an advance from the municipality and included in account 223, Advances from Municipality, if subject to repayment by the utility, otherwise in account 200, Capital Paid in by Municipality.

B. Separate accounts shall be maintained hereunder for unmatured bonds of each class and series. Each such account shall be subdivided so as to show: (1) the face value of the actually issued and unmatured bonds, which have not been retired or canceled; also, the face value of such bonds issued by others, the payment of which has been assumed by the utility, (2) the face value of bonds actually issued or assumed by the utility and reacquired by it and not paid, retired, or canceled. The account for reacquired debt shall not include securities which are held by trustees in sinking or other funds.

C. When bonds are reacquired, the difference between face value, adjusted for unamortized discount, expense or premium and the amount paid upon reacquisition, shall be debited or credited, as appropriate, to account 434, Miscellaneous Credits to Surplus, or account 435, Miscellaneous Debits to Surplus.

223. Advances from Municipality

A. This account shall include the face value of notes payable to the municipality and the amount of open book accounts representing

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advances from the municipality. It does not include notes and open accounts representing indebtedness subject to current settlement.

B. The records supporting the entries to this account shall be so kept that the utility can furnish complete information concerning each note and open account.

224. Other Long-Term Debt

This account shall include, until maturity, all long-term debt not otherwise provided for. Separate accounts shall be maintained for each class of obligation, and records shall be maintained to show for each class all details as to date of obligation, date of maturity, interest dates and rates, security for the obligation, etc.

Note.--Miscellaneous long-term debt reacquired shall be accounted for in accordance with the procedures set forth in account 221, Bonds.

7. Current and Accrued Liabilities

231. Notes Payable

This account shall include the face value of all notes, drafts, acceptances, or other similar evidences of indebtedness, payable on demand or within a time not exceeding one year from date of issue, to other than the municipality.

232. Accounts Payable

This account shall include all amounts payable by the utility within one year, which are not provided for in other accounts.

233. Payables to Municipality

This account shall include amounts payable to the municipality or its other departments which are subject to current settlement.

235. Customer Deposits

This account shall include all amounts deposited with the utility by customers as security for the payment of bills.

236. Taxes Accrued

A. This account shall be credited with the amount of taxes accrued during the accounting period, corresponding debits being made to the appropriate accounts for tax charges. Such credits may be based upon estimates, but from time to time during the year as the facts become known, the amount of the periodic credits shall be adjusted so as to include as nearly as can be determined in each year the taxes applicable thereto. Any amount representing a prepayment of taxes

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applicable to the period subsequent to the date of the balance sheet shall be shown under account 165, Prepayments.

B. If accruals for taxes are found to be insufficient or excessive, correction therefor shall be made through current tax accruals. However, if such corrections are so large as to seriously distort current expenses, they shall be charged or credited, as appropriate, to account 434, Miscellaneous Credits to Surplus, or account 435, Miscellaneous Debits to Surplus.

C. The records supporting the entries to this account shall be kept so as to show for each class of taxes, the amount accrued, the basis for the accrual, the accounts to which charged, and the amount of tax paid.

237. Interest Accrued

This account shall include the amount of interest accrued but not matured on all liabilities of the utility, not including, however, interest which is added to the principal of the debt on which incurred. Supporting records shall be maintained so as to show the amount of interest accrued on each obligation.

238. Other Current and Accrued Liabilities

This account shall include the amount of all other current and accrued liabilities not provided for elsewhere appropriately designated and supported so as to show the nature of each liability.

Items

1. Matured long-term debt.
2. Matured interest.
3. Taxes collected through payroll deductions or otherwise pending transmittal to the proper taxing authority.

8. Deferred Credits

251. Unamortized Premium on Debt

A. This account shall include the total of the unamortized balance of premium and expense for all classes of long-term debt.

B. The premium and expense shall be amortized over the life of the respective issues under a plan which will distribute the amounts equitably over the life of the securities. The amortization shall be credited to account 429, Amortization of Premium on Debt--Cr.

252. Customer Advances for Construction

This account shall include advances by customers for construction which are to be refunded either wholly or in part. When a customer is refunded the entire amount to which he is entitled, according to the

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agreement or rule under which the advance was made, the balance, if any, remaining in this account shall be credited to account 271, Contributions in Aid of Construction.

253 Other Deferred Credits

This account shall include advance billings and receipts and other deferred credit items, not provided for elsewhere including amounts which cannot be entirely cleared or disposed of until additional information has been received.

9. Operating Reserves

265 Miscellaneous Operating Reserves

A. This account shall include all operating reserves maintained by the utility which are not provided for elsewhere.

B. This account shall be maintained in such manner as to show the amount of each separate reserve and the nature and amounts of the debits and credits thereto.

Note.--This account includes only such reserves as may be created for operating purposes and does not include any reservations of income the credits for which should be carried in account 215, Appropriated Earned Surplus.

10. Contributions in Aid of Construction

271 Contributions in Aid of Construction

A. This account shall include donations or contributions in cash, services, or property from states, municipalities or other governmental agencies, individuals, and others for construction purposes.

B. The credits to this account shall not be transferred to earned surplus or to any other account without the approval of the Commission.

C. The records supporting the entries to this account shall be so kept that the utility can furnish information as to the purpose of each donation, the conditions, if any, upon which it was made, the amount of donations from (a) states, (b) municipalities, (c) customers, and (d) others, and the amount applicable to each utility department.

D. Each construction grant received from a state or Federal agency, not including contributions collected in accordance with the utilities' filed rates and rules concerning assessments and charges to utility customers for mains, laterals and hook-up fees, shall be credited to a specific sub-account of account 271. When authorized by the Commission, the amount of each such grant will be amortized over the composite life of the property which was constructed from the grant funds by debits to the grant sub-account and credits to account 475, Amortization of Construction Grants.

Note.--There shall not be included in this account advances for construction which are ultimately to be repaid wholly or in part. (See account 252, Customer Advances for Construction.)

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1. Intangible Plant

- 301 Organization
- 302 Franchises and Consents
- 303 Miscellaneous Intangible Plant

2. Source of Supply Plant

- 310 Land and Land Rights
- 311 Structures and Improvements
- 312 Collecting and Impounding Reservoirs
- 313 Lake, River and Other Intakes
- 314 Wells and Springs
- 315 Infiltration Galleries and Tunnels
- 316 Supply Mains
- 317 Other Water Source Plant

3. Pumping Plant

- 320 Land and Land Rights
- 321 Structures and Improvements
- 322 Boiler Plant Equipment
- 323 Other Power Production Equipment
- 324 Steam Pumping Equipment
- 325 Electric Pumping Equipment
- 326 Diesel Pumping Equipment
- 327 Hydraulic Pumping Equipment
- 328 Other Pumping Equipment

4. Water Treatment Plant

- 330 Land and Land Rights
- 331 Structures and Improvements
- 332 Water Treatment Equipment

5. Transmission and Distribution Plant

- 340 Land and Land Rights
- 341 Structures and Improvements
- 342 Distribution Reservoirs and Standpipes
- 343 Transmission and Distribution Mains
- 344 Fire Mains
- 345 Services
- 346 Meters
- 348 Hydrants
- 349 Other Transmission and Distribution Plant

UTILITY PLANT ACCOUNTS

6. General Plant

- 370. Land and Land Rights
- 371. Structures and Improvements
- 372. Office Furniture and Equipment
- 373. Transportation Equipment
- 379. Other General Equipment

7. Other Utility Plant

- 390. Other Tangible Property
- 391. Utility Plant Purchased or Sold
- 392. Utility Plant in Process of Reclassification
- 393. Utility Plant Leased to Others
- 394. Property Held for Future Use
- 395. Construction Work in Progress
- 396. Utility Plant Acquisition Adjustments
- 397. Other Utility Plant Adjustments

UTILITY PLANT ACCOUNTS

1. Intangible Plant

301. Organization

This account shall include the cost of organizing the utility and putting it into readiness to do business.

Note.--This account shall not include any discounts upon securities issued or assumed, nor shall it include any costs incident to negotiating loans, selling bonds, or other evidences of debt.

302. Franchises and Consents

A. This account shall include amounts paid to the federal government, to a state or to a political subdivision thereof in consideration for franchises, consents, or certificates, running in perpetuity or for a specified term of more than one year, together with necessary and reasonable expenses incident to procuring such franchises, consents, or certificates of permission and approval.

B. Records supporting this account shall be maintained so as to show separately the book cost of each franchise or consent.

303. Miscellaneous Intangible Plant

A. This account shall include the cost of patent rights, licenses, privileges, and other intangible property necessary or valuable in the conduct of utility operations and not specifically chargeable to any other account.

B. When any item included in this account is retired or expires, the book cost thereof shall be credited hereto and charged to account 435, Miscellaneous Debits to Surplus, or account 110, Accumulated Provision for Depreciation and Amortization of Utility Plant, as appropriate.

C. This account shall be maintained in such a manner that the utility can furnish full information with respect to the amounts included herein.

2. Source of Supply Plant

310. Land and Land Rights

This account shall include the cost of land and land rights used in connection with source of supply operations. (See Utility Plant Instruction 3.)

UTILITY PLANT ACCOUNTS

311. Structures and Improvements

This account shall include the cost in place of structures and improvements used in connection with source of water supply not includible in other accounts provided for source of supply plant. (See Utility Plant Instruction 4.)

312. Collecting and Impounding Reservoirs

This account shall include the cost in place of structures and improvements used for impounding, collecting and storing water in the source of supply system.

Items

1. Aerators (when installed as an integral part of collecting and impounding reservoirs).
2. Bridges and culverts.
3. Clearing land.
4. Dams.
5. Drainage conduits.
6. Embankments.
7. Fish ladders and elevators.
8. Fences.
9. Gate houses and equipment.
10. Landscaping.
11. Lighting systems.
12. Retaining walls.
13. Roads and paths.
14. Sewers.
15. Spillways and channels.
16. Any other permanent improvement to collecting and impounding reservoirs.

313. Lake, River and Other Intakes

This account shall include the cost installed of lake, river and other intakes used as a source of water supply.

Items

1. Clearing land.
2. Conduits.
3. Cribs.
4. Fences.
5. Gate houses and equipment.
6. Intake pipes (up to suction header).
7. Intake wells.
8. Lighting systems.
9. Screens and racks.

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314. Wells and Springs

This account shall include the cost installed of wells and springs used as a source of water supply.

Items

1. Clearing land.
2. Collecting basins.
3. Collecting pipes.
4. Fences.
5. Landscaping.
6. Lighting systems.
7. Overflow spillways and channels.
8. Sewers.
9. Springs and appurtenances.
10. Wells, casings and appurtenances, including cost of test wells and nonproductive wells drilled as part of a project resulting in a source of water within the same supply area.

315. Infiltration Galleries and Tunnels

This account shall include the cost installed of infiltration galleries and tunnels used as a source of water supply.

Items

1. Conduits.
2. Gate houses and equipment.
3. Piping.

316. Supply Mains

This account shall include the cost installed of supply mains, pipes, aqueducts and canals and their appurtenances.

Items

1. Air chambers.
2. Blow-offs and overflows.
3. Bridges and culverts.
4. Canals.
5. Electrolysis control equipment.
6. Gauges and recorders.
7. Jointing and jointing material.
8. Manholes.
9. Municipal inspection or permits.
10. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks.
11. Pipes, aqueducts or conduits.

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12. Placing mains and accessories.
13. Pressure regulators.
14. Protection of street openings.
15. Shut-offs.
16. Special castings.
17. Sterilizing new mains.
18. Surge tanks.
19. Trenching, including shoring, bracing, bridging, pumping, backfill and disposal of excess excavated material.
20. Tunnels.
21. Valves and appurtenances.
22. Valve vaults.

317. Other Water Source Plant

This account shall include the cost installed of other water source plant which is not properly includible in other source of supply plant accounts.

3. Pumping Plant

320. Land and Land Rights

This account shall include cost of land and land rights used in connection with pumping operations. (See Utility Plant Instruction 3.)

321. Structures and Improvements

This account shall include cost in place of structures and improvements used in pumping operations. (See Utility Plant Instruction 4.)

322. Boiler Plant Equipment

This account shall include the cost installed of furnaces, boilers, coal and ash handling and coal preparing equipment, steam and feed water piping, boiler apparatus and accessories used in the production of steam to be used primarily for pumping operations.

Items

1. Ash handling equipment, including hoppers, gates, cars, conveyors, hoists, sluicing equipment, including pumps and motors, sluicing water pipe and fittings, sluicing trenches and accessories, etc., except sluices which are a part of a building.
2. Boiler feed system, including feed water heaters, evaporator condensers, heater drain pumps, heater drainers, deaerators and vent condensers, boiler feed pumps, surge tanks, feed water regulators, feed water measuring equipment and all associated drives.

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3. Boiler plant cranes and hoists and associated drives.
4. Boilers and equipment, including boilers and baffles, economizers, superheaters, soot blowers, foundations and settings, water walls, arches, grates, insulation, blowdown system, drying out of new boilers, also associated motors or other power equipment.
5. Breeching and accessories, including breeching, dampers, soot spouts, hoppers and gates, cinder eliminators, breeching insulation, soot blowers and associated motors.
6. Coal handling and storage equipment, including coal towers, coal lorries, coal cars, locomotives and tracks when devoted principally to the transportation of coal, hoppers, downtakes, unloading and hoisting equipment, skip hoists and conveyors, weighing equipment, magnetic separators, cable ways, housings and supports for coal handling equipment.
7. Draft equipment, including air preheaters and accessories, induced and forced draft fans, air ducts, combustion control mechanisms and associated motors or other power equipment.
8. Gas burning equipment, including holders, burner equipment and piping control equipment, etc.
9. Instruments and devices, including all measuring, indicating and recording equipment for boiler plant service together with mountings and supports.
10. Lighting systems.
11. Oil burning equipment, including tanks, heaters, pumps with drive, burner equipment and piping, control equipment, etc.
12. Pulverized fuel equipment, including pulverizers, accessory motors, primary air fans, cyclones and ducts, dryers, pulverized fuel bins, pulverized fuel conveyors and equipment, burners, burner piping, priming equipment, air compressors, motors, etc.
13. Stacks, including foundations and supports, stack steel and ladders, stack brick work, stack concrete, stack lining, stack painting (first), when set on separate foundations, independent of substructure or superstructure of building.
14. Station piping, including pipe, valves, fittings, separators, traps, desuperheaters, hangers excavation, covering, etc., for station piping system, including all steam, condensate, boiler feed and water supply piping, etc.
15. Stoker or equivalent feeding equipment, including stokers and accessory motors, clinker grinders, fans and motors, etc.
16. Ventilating equipment.
17. Water purification equipment, including softeners and accessories, evaporators and accessories, heat exchangers, filters, tanks for filtered or softened water, pumps, motors, etc.

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18. Water supply systems, including pumps, motors, strainers, raw water storage tanks, boiler wash pumps, intake and discharge pipes and tunnels not a part of a building.
19. Wood fuel equipment, including hoppers, fuel hogs and accessories, elevators and conveyors, bins and gates, spouts, measuring equipment and associated drives.

323. Other Power Production Equipment

A. This account shall include the cost installed of any equipment used for the production of power, other than boiler plant equipment, principally for use in pumping operations.

B. Subdivisions shall be maintained hereunder for the cost of equipment used for each type of power produced, such as hydraulic works, generators, etc.

324. Steam Pumping Equipment

This account shall include the cost installed of pumping equipment driven by steam.

Items

1. Engines for driving pumps.
2. Pumps, including setting, gearing, shafting and belting.
3. Water piping within station, including valves.
4. Auxiliary equipment for engines and pumps such as oiling systems, cooling systems, condensers, etc.
5. Steam lines and valves.
6. Regulating, recording and measuring devices.
7. Foundations, frames and bed plates.
8. Ladders, stairs and platforms if a part of pumping unit.

325. Electric Pumping Equipment

This account shall include the cost installed of pumping equipment driven by electric power.

Items

1. Motors for driving pumps.
2. Pumps, including setting, gearing, shafting and belting.
3. Water piping within station, including valves.
4. Auxiliary equipment for motors and pumps such as oiling systems, cooling systems, condensers, etc.
5. Electric power lines and switching.
6. Regulating, recording and measuring devices.
7. Foundations, frames and bed plates.
8. Ladders, stairs and platforms if a part of pumping unit.

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326. Diesel Pumping Equipment

This account shall include the cost installed of pumping equipment driven by diesel engines.

Items

1. Engines for driving pumps.
2. Pumps, including setting, gearing, shafting and belting.
3. Water piping within station, including valves.
4. Auxiliary equipment for engines and pumps such as oiling systems, cooling systems, condensers, etc.
5. Oil supply lines and accessories.
6. Regulating, recording and measuring devices.
7. Foundations, frames and bed plates.
8. Ladders, stairs and platforms if a part of pumping unit.

327. Hydraulic Pumping Equipment

This account shall include the cost installed of pumping equipment driven by hydraulic power.

Items

1. Water wheels and turbines for driving pumps.
2. Pumps, including setting, gearing, shafting and belting.
3. Water piping within station, including valves.
4. Auxiliary equipment for water wheels and turbines and pumps such as oiling systems, cooling systems, condensers, etc., (within walls of pumping station structure).
5. Regulating, recording and measuring devices.
6. Foundations, frames and bed plates.
7. Ladders, stairs and platforms if a part of pumping unit.

328. Other Pumping Equipment

This account shall include cost of equipment used in pumping operations not properly includible in accounts, 324, 325, 326, and 327, such as gas engine and gasoline engine pumping equipment. Subdivisions shall be maintained hereunder for each type of pumping equipment.

4. Water Treatment Plant

330. Land and Land Rights

This account shall include the cost of land and land rights used in connection with water treatment plant operations. (See Utility Plant Instruction 3.)

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331. Structures and Improvements

This account shall include the cost in place of structures and improvements used in connection with the operation of the water treatment plant. (See Utility Plant Instruction 4.)

332. Water Treatment Equipment

This account shall include the cost installed of apparatus, equipment and other facilities used for the treatment of water.

Items

Aerators (when installed as an integral part of the Water Treatment Plant):

1. Air compressor.
2. Piping system, including valves.
3. Spray nozzles.
4. Substructures.

Chemical Treating Plant:

1. Agitating equipment.
2. Ammonia machines.
3. Carbonating equipment.
4. Chemical manufacturing plants.
5. Chemical pumps.
6. Chlorine machines.
7. Coke.
8. Dry feed machines.
9. Dry storage bins.
10. Electrolytic cell.
11. Elevator (when not part of building).
12. Fluoridation equipment.
13. Gauges.
14. Gravity feed or pump feed apparatus.
15. Motors.
16. Piping system, including valves.
17. Rate controllers.
18. Sludge pumps.
19. Softening equipment.
20. Solution feed equipment.
21. Solution tanks.
22. Switchboards.
23. Weighing equipment.

Clear Water Basin:

1. Basin.
2. Gauges.
3. Piping system, including valves.
4. Substructures.

Filter Plant:

1. Air blower and compressor.
2. Filters.

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3. Gauges.
4. Piping system.
5. Rate controllers.
6. Sand, gravel or other filtering media.
7. Substructures.
8. Surface work equipment.
9. Valve control tables.
10. Valve operating mechanism.
11. Valves.
12. Wash troughs.
13. Wash water pumps.
14. Wash water tanks.

Mixing Chambers:

1. Piping system, including valves.
2. Chambers.
3. Mechanical or flash mixers.

Sedimentation or Coagulation Basin:

1. Basins.
2. Coagulant storage tanks.
3. Feeder equipment.
4. Industrial railroad.
5. Mechanical mixers.
6. Orifice devices.
7. Piping system, including valves.
8. Screens and hoists.
9. Sludge removal apparatus.

Softening Plant:

1. Clearing water basins.
2. Gauges.
3. Gravel.
4. Meters.
5. Mixing tanks and chambers.
6. Permanent chemical softening agents.
7. Piping system, including valves.
8. Salt solution or brine tanks and appurtenances.
9. Salt solution pumps.
10. Salt storage bins.
11. Sedimentation or coagulation basins.
12. Substructures.
13. Underdrain systems.
14. Wash water controllers.

Note.--Protecting superstructures shall be included in account 331, Structures and Improvements.

5. Transmission and Distribution Plant

340. Land and Land Rights

This account shall include the cost of land and land rights used in connection with transmission and distribution operations. (See Utility Plant Instruction 3.)

UTILITY PLANT ACCOUNTS

341. Structures and Improvements

This account shall include the cost in place of structures and improvements, other than reservoirs and standpipes, used in connection with transmission and distribution operations. (See Utility Plant Instruction 4.)

342. Distribution Reservoirs and Standpipes

This account shall include the cost in place of reservoirs, tanks, standpipes, and appurtenances used in storing water for distribution. (See Utility Plant Instruction 4.)

Items

1. Aerators (when installed as an integral part of distribution reservoirs).
2. Bridges and culverts.
3. Clearing land.
4. Dams.
5. Embankments.
6. Fences.
7. Foundations.
8. Gates and gate houses.
9. Landscaping.
10. Lighting systems.
11. Piping system within reservoirs.
12. Retaining walls.
13. Roads and paths.
14. Rust-proofing apparatus.
15. Sewers.
16. Spillways and channels.
17. Standpipes.
18. Superstructures.
19. Tanks.
20. Towers.
21. Valves and appurtenances.
22. Valve vaults and houses.
23. Water level control apparatus.

343. Transmission and Distribution Mains.

This account shall include the cost installed of transmission and distribution mains and appurtenances.

Items

1. Air chambers.
2. Blow-offs and overflows.
3. Bridges and culverts.
4. Electrolysis control equipment.

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5. Gauges and recorders.
6. Jointing and jointing material.
7. Manholes.
8. Meters and appurtenances.
9. Municipal inspection or permits.
10. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks.
11. Pipes.
12. Placing mains and accessories.
13. Pressure regulators.
14. Protection of street openings.
15. Shut-offs.
16. Special castings.
17. Sterilizing new mains.
18. Surge tanks.
19. Trenching, including shoring, bracing, bridging, pumping, backfill and disposal of excess excavated material.
20. Tunnels.
21. Valves and appurtenances.
22. Valve vaults.

344. Fire Mains

This account shall include the cost installed of mains and appurtenances used exclusively for fire protection purposes. For items includible in this account, see account 343.

345. Services

A. This account shall include the cost installed of service pipes and accessories leading to the customers' premises.

B. A complete service begins with the connection on the main and extends to but does not include the connection with the customers' meter. A stub service extends from the main to the property line, or the curb stop.

Items

1. Corporation stops or tees.
2. Gate valves and boxes.
3. Goose necks.
4. Jointing and jointing material.
5. Municipal inspection or permits.
6. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks.
7. Pipes.
8. Placing pipes and accessories.
9. Protection of street openings.
10. Service or curb boxes.
11. Service or curb stops.
12. Tapping main.

346. Meters

A. This account shall include the cost installed of meters used for measuring the quantity of water delivered to users, whether actually in service or held in reserve.

B. When a meter is permanently retired from service, the amount at which it is included herein shall be credited to this account.

C. The records covering meters shall be so kept that the utility can furnish information as to the number of meters of each type and size in service and in reserve as well as the location of each meter included in this account.

Items

1. Meters, including badging and initial testing.
2. Meter yokes.
3. Meter fittings, connections and shelves.
4. Meter vaults or boxes.
5. Stops.

Note.--The cost of labor in removing and resetting meters shall be charged to account 600, Salaries and Wages.

348. Hydrants

A. This account shall include the cost installed of hydrants in service owned by the utility.

B. Records shall be kept so as to show number, size (nominal diameter of bottom connection), number and size of hose connections, diameter of main to which attached and type of hydrants classified as to public use and private use.

Items

1. Connections to main.
2. Excavation, backfill, and disposal of excess excavated material.
3. Hydrants and fittings, including barrel and shoe.
4. Manholes.
5. Pavement disturbed, including cutting and replacing pavement, pavement base and sidewalks.
6. Pipe, including leads and drains.
7. Tee at main.
8. Valves and valve boxes.

349. Other Transmission and Distribution Plant

This account shall include the cost installed of all other transmission and distribution system plant not provided for in the foregoing accounts.

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Items

1. Cisterns or basins.
2. Connections to main.
3. Excavation, backfill, and disposal of excess excavated material.
4. Fountains, basins, troughs, pools, etc.
5. Pavement disturbed, cutting and replacing pavement, pavement base and sidewalks.
6. Piping.
7. Valves and valve boxes.

6. General Plant

370. Land and Land Rights

This account shall include the cost of land and land rights used for utility purposes, the cost of which is not properly includible in other land and land rights accounts. (See Utility Plant Instruction 3.)

371. Structures and Improvements

This account shall include the cost in place of structures and improvements used for utility purposes, the cost of which is not properly includible in other structures and improvements accounts. (See Utility Plant Instruction 4.)

372. Office Furniture and Equipment

This account shall include the cost of office furniture and equipment owned by the utility and devoted to utility service, and not permanently attached to buildings, except the cost of such furniture and equipment which the utility elects to assign to other plant accounts on a functional basis.

Items

1. Bookcases and shelves.
2. Desks, chairs, and desk equipment.
3. Drafting-room equipment.
4. Filing, storage, and other cabinets.
5. Floor covering.
6. Library and library equipment.
7. Mechanical office equipment, such as accounting machines, typewriters, etc.
8. Safes.
9. Tables.

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373. Transportation Equipment

This account shall include the cost of transportation vehicles used for utility purposes.

Items

1. Airplanes.
2. Automobiles.
3. Bicycles.
4. Electrical vehicles.
5. Motor trucks.
6. Motorcycles.
7. Repair cars or trucks.
8. Tractors and trailers.
9. Other transportation vehicles.

379. Other General Equipment

This account shall include the cost installed of the following equipment:

- (1) Equipment used for the receiving, shipping, handling and storage of materials and supplies when not an integral part of the housing structure.
- (2) Equipment specially provided for general shops when such equipment is not an integral part of the housing structure.
- (3) Laboratory equipment used for general laboratory purposes and not specially provided for or includible in other departmental or functional plant accounts.
- (4) Tools, implements, and equipment used in construction or repair work exclusive of equipment includible in other equipment accounts.
- (5) Other general equipment, apparatus, etc., used in the utility's water operations, and which is not includible in any other account.

Note.--General equipment of the nature indicated above whenever practicable shall be assigned to the water plant accounts on a functional basis.

7. Other Utility Plant

390. Other Tangible Property

This account shall include the cost of tangible utility plant not provided for elsewhere.

UTILITY PLANT ACCOUNTS

391. Utility Plant Purchased or Sold

This account shall be charged with the cost of utility plant acquired as an operating unit or system by purchase, merger, consolidation, liquidation, or otherwise, and shall be credited with the selling price of like property transferred to others pending the distribution to appropriate accounts as the Commission shall approve or direct.

392. Utility Plant in Process of Reclassification

A. This account shall include temporarily the balance of utility plant as of the effective date of the prior system of accounts, which has not yet been reclassified as of the effective date of this system of accounts. The detail or primary accounts in support of this account employed prior to such date shall be continued pending reclassification into the utility plant accounts herein prescribed but shall not be used for additions, betterments, or new construction.

B. No charges other than as provided in paragraph A, above, shall be made to this account, but retirements of such unclassified utility plant shall be credited hereto and to the supporting (old) fixed capital accounts until the reclassification shall have been accomplished.

393. Utility Plant Leased to Others

A. This account shall include the original cost of utility plant owned by the utility, but leased to others as operating units or systems, where the lessee has exclusive possession.

B. The property included in this account shall be classified according to the detailed accounts prescribed for utility plant in service, and this account shall be maintained in such detail as though the property were used by the owner in its utility operations.

394. Property Held for Future Use

A. This account shall include the original cost of property owned and held for future use in utility service under a definite plan for such use. There shall be included herein property acquired but never used by the utility in utility service, but held for such service in the future under a definite plan, and property previously used by the utility in utility service pending its reuse in the future, under a definite plan, in utility service.

B. The property included in this account shall be classified according to the detailed accounts prescribed for utility plant in service and the account shall be maintained in such detail as though the property were in service. Separate subaccounts shall be maintained hereunder for each utility department for which plant is held for future use.

UTILITY PLANT ACCOUNTS

Note.--Materials and supplies, and meters held in reserve, and normal spare capacity of plant in service shall not be included in this account.

395. Construction Work in Progress

This account shall include the total of the balances of work orders for utility plant in process of construction but not ready for service at the date of the balance sheet.

396. Utility Plant Acquisition Adjustments

A. This account shall include the difference between (a) the cost to the accounting utility of utility plant acquired as an operating unit or system by purchase, merger, consolidation, liquidation, or otherwise, and (b) the original cost, estimated, if not known, of such property, less the amount or amounts credited by the accounting utility at the time of acquisition to depreciation and amortization reserves and contributions in aid of construction with respect to such property.

B. The amounts recorded in this account with respect to each property acquisition shall be amortized, or otherwise disposed of, as the Commission may approve or direct.

397. Other Utility Plant Adjustments

A. This account shall include the difference between the original cost, estimated if not known, and the book cost of utility plant to the extent that such difference is not properly includible in account 396, Utility Plant Acquisition Adjustments.

B. Amounts included in this account shall be classified in such manner as to show the origin of each amount and shall be disposed of as the Commission may approve or direct.

Note.--The provisions of this account shall not be construed as approving or authorizing the recording of appreciation of utility plant.

INCOME ACCOUNTS

1. Utility Operating Income

- 400. Operating Revenues
- Operating Expenses:
 - 401. Operation and Maintenance Expense
 - 403. Depreciation Expense
 - 404. Amortization Expense
 - 408. Taxes
- Total Operating Expenses
- Net Operating Revenues
- 412. Revenues from Utility Plant Leased to Others
- 413. Expenses of Utility Plant Leased to Others
- Utility Operating Income

2. Other Income

- 415. Revenues from Merchandising, Jobbing and Contract Work
- 416. Costs and Expenses of Merchandising, Jobbing and Contract Work
- 418. Nonoperating Rental Income
- 419. Interest and Dividend Income
- 421. Miscellaneous Nonoperating Income
- Total Other Income
- Total Income

3. Miscellaneous Income Deductions

- 425. Miscellaneous Amortization
- 426. Other Income Deductions
- Total Income Deductions
- Income Before Interest Charges

4. Interest Charges

- 427. Interest on Long-Term Debt
- 428. Amortization of Debt Discount and Expense
- 429. Amortization of Premium on Debt--Cr.
- 430. Interest on Debt to Municipality
- 431. Other Interest Expense
- 432. Interest Charged to Construction--Cr.
- Total Interest Charges
- Net Income

5. Earned Surplus

- 216. Unappropriated Earned Surplus (at beginning of period)
- 433. Balance Transferred from Income
- 434. Miscellaneous Credits to Surplus
- 435. Miscellaneous Debits to Surplus
- 436. Appropriations of Surplus
- Net Addition to Earned Surplus
- 439. Appropriations of Income to Municipal Funds
- 216. Unappropriated Earned Surplus (at end of period)

INCOME ACCOUNTS

1. Utility Operating Income

400. Operating Revenues

There shall be shown under this caption the total amount included in the operating revenue accounts provided herein and in similar accounts for other utility departments. Separate subaccounts shall be maintained for each utility department.

401. Operation and Maintenance Expense

There shall be shown under this caption the total amount included in the operation and maintenance expense accounts provided herein and in similar accounts for other utility departments. Separate subaccounts shall be maintained for each utility department.

403. Depreciation Expense

A. This account shall include the amount of depreciation expense for the period covered by the income statement for all classes of depreciable utility plant in service except such depreciation expense as is chargeable to clearing accounts or to merchandising, jobbing and contract work activities.

B. If the utility is engaged in more than one utility service, a separate account shall be kept hereunder for each utility service.

404. Amortization Expense

This account shall include amortization charges applicable to amounts included in the utility plant accounts for limited-term franchises, licenses, patent rights, limited-term interest in land, and expenditures on leased property where the service life of the improvements is terminable by action of the lease. The charges to this account shall be such as to distribute the book cost of each investment as evenly as may be over the period of its benefit to the utility. Include also, when authorized by the Commission, amortization of extraordinary property losses. (See account 182, Extraordinary Property Losses.)

408. Taxes

A. This account shall include the amount of taxes assessed by federal, state, county, municipal, or other local governmental authorities, which are properly chargeable to utility operations. The charge for tax equivalents due the municipality shall be made in accordance with the Wisconsin Administrative Code, Section PSC 109.

B. The charges to this account shall be made or supported so as to show the amount of each tax and the basis upon which each charge is made. In the case of a utility rendering a number of utility services,

INCOME ACCOUNTS

taxes includible in this account shall be assigned directly to the utility department the operation of which gave rise to the tax insofar as practicable. Where the tax is not attributable to a specific utility department, it shall be distributed among the utility departments or nonutility operations on an equitable basis.

Note A.--Taxes applicable to nonutility property or investments shall be charged to the account in which the income from the property or investments is included.

Note B.--Special assessments for street and similar improvements shall be included in the appropriate utility plant or nonutility property account.

Note C.--Taxes specifically applicable to construction shall be included in the cost of construction.

Note D.--Taxes assumed by the utility on property leased from others for use in utility operations shall be charged to the appropriate rent expense or clearing account.

Note E.--Gasoline and other sales taxes shall be charged as far as practicable to the same account as the materials on which the tax is levied.

Note F.--Social security and other forms of so-called pay roll taxes shall be distributed to utility departments and to nonutility functions on a basis related to pay roll. Amounts applicable to construction shall be charged to the appropriate plant account.

412. Revenues from Utility Plant Leased to Others

413. Expenses of Utility Plant Leased to Others

These accounts shall include, respectively, revenues from utility property constituting a distinct operating unit or system leased by the utility to others, and which property is properly includible in account 393, Utility Plant Leased to Others, and the expenses attributable to such property.

2. Other Income

415. Revenues from Merchandising, Jobbing and Contract Work

416. Costs and Expenses of Merchandising, Jobbing and Contract Work

These accounts shall include, respectively, all revenues derived from the sale of merchandise and jobbing or contract work including any profit or commission accruing to the utility on jobbing work performed

INCOME ACCOUNTS

by it as agent under contracts whereby it does jobbing work for another for a stipulated profit or commission, and all expenses incurred in such activities.

418. Nonoperating Rental Income

This account shall include all rent revenues and related expenses of land, buildings, or other property included in account 121, Nonutility Property.

419. Interest and Dividend Income

A. This account shall include interest revenues on securities, loans, advances, special deposits, tax refunds and all other interest-bearing assets, and dividends on stocks of other companies, whether the securities on which the interest and dividends are received are carried as investments or included in sinking or other special-fund accounts.

B. If any interest or dividends are required to be retained in special fund and the fund is represented by a reserve, the amount of such accretion to the fund shall concurrently be credited to the appropriate reserve account and charged to account 436, Appropriations of Surplus.

421. Miscellaneous Nonoperating Income

This account shall include all revenue and expense items properly includible in the account and not provided for elsewhere.

3. Miscellaneous Income Deductions

425. Miscellaneous Amortization

This account shall include amortization charges not includible in other accounts which are properly deductible in determining the income of the utility before interest charges. Charges includible herein, if significant in amount, must be in accordance with an orderly and systematic amortization program. Similar charges made irregularly without a definite program, or which are dependent upon the amount of net income shall be charged to account 435, Miscellaneous Debits to Surplus.

Items

1. Amortization of utility plant acquisition adjustments or of intangibles included in utility plant in service when not authorized to be included in utility operating expenses by the Commission.
2. Amortization of amounts in account 182, Extraordinary Property Losses, when not authorized to be included in utility operating expenses by the Commission.

INCOME ACCOUNTS

426 Other Income Deductions

This account shall include miscellaneous expense items which are non-operating in nature but which are properly deductible before determining total income before interest charges.

Items

1. Life insurance of officers and employees where utility is beneficiary (net premiums less increase in cash surrender value of policies).
2. Penalties or fines for violations of statutes pertaining to regulation.
3. Expenditures for the purpose of:
 - a) Influencing public opinion with respect to the election or appointment of public officials, or the adoption, repeal, revocation or modification of referenda, legislation or ordinances.
 - b) Obtaining approval, modification or revocation of franchises.
 - c) Influencing the decisions of public officials not including such expenditures which are directly related to appearances before regulatory or other governmental bodies in connection with the utility's existing or proposed operations.

4. Interest Charges

427 Interest on Long-Term Debt

A. This account shall include in each accounting period the amount of interest applicable thereto on outstanding long-term debt issued or assumed by the utility, the liability for which is included in account 221, Bonds, or account 224, Other Long-Term Debt.

B. This account shall be so kept or supported as to show the interest accruals on each class and series of long-term debt.

Note.--This account shall not include interest on nominally issued or nominally outstanding long-term debt, including securities assumed.

428 Amortization of Debt Discount and Expense

A. This account shall include in each accounting period the portion of unamortized debt discount and expense on outstanding long-term debt which is applicable to such period. Amounts charged to this account shall be credited concurrently to account 181, Unamortized Debt Discount and Expense.

B. This account shall be so kept or supported as to show the debt discount and expense on each class and series of long-term debt.

429 Amortization of Premium on Debt--Cr.

A. This account shall include in each accounting period the portion of unamortized net premium on outstanding long-term debt which is applicable to such period. Amounts credited to this account shall be charged concurrently to account 251, Unamortized Premium on Debt.

B. This account shall be so kept or supported as to show the premium on each class and series of long-term debt.

INCOME ACCOUNTS

430. Interest on Debt to Municipality

A. This account shall include in each accounting period, the interest accrued on amounts included in account 223, Advances from Municipality, and on all other obligations to the municipality.

B. The records supporting the entries to this account shall be so kept as to show to whom the interest is to be paid, the period covered by the accrual, the rate of interest and the principal amount of the advances or other obligations on which the interest is accrued.

431. Other Interest Expense

This account shall include in each accounting period all interest charges not provided for elsewhere.

Items

1. Interest on notes payable on demand, or maturing one year or less from date and on open accounts, except notes and accounts with the municipality.
2. Interest on customers' deposits.
3. Interest on claims and judgments, tax assessments, and assessments for public improvements past due.

432. Interest Charged to Construction--Cr.

This account shall include concurrent credits for interest charged to construction based upon the net cost for the period of construction of borrowed funds used for construction purposes and a reasonable rate upon other funds when so used. No interest shall be capitalized on plant which is completed and ready for service.

5. Earned Surplus

433. Balance Transferred from Income

This account shall include the net credit or debit transferred from income for the year.

434. Miscellaneous Credits to Surplus

This account shall include credits affecting earned surplus not provided for elsewhere. All items included in this account shall be sufficiently described in the entries relating thereto as to permit ready analysis.

Items

1. Delayed credits.
2. Profit on reacquisition and resale or retirement of utility's debt securities.
3. Profit on sale of property or investments.

INCOME ACCOUNTS

435. Miscellaneous Debits to Surplus

This account shall include amounts chargeable to earned surplus but not provided for elsewhere. All items included in this account shall be sufficiently described in the entries relating thereto as to permit ready analysis.

Items

1. Decline in value of investments.
2. Delayed debits.
3. Loss on reacquisition and resale or retirement of utility's debt securities.
4. Provision for past accrued depreciation not provided for.
5. Long-term debt discount and expense written off.
6. Loss on sale of property or investments.
7. Amortization of utility plant acquisition adjustments or of intangibles when not done under an orderly systematic program indicating the propriety of inclusion of the annual charges in account 425, Miscellaneous Amortization.
8. Preliminary survey and investigation expenses on abandoned projects.

436. Appropriations of Surplus

This account shall include appropriations of earned surplus for purposes not provided for elsewhere in this system of accounts.

Items

1. Appropriations of income required under terms of mortgages, orders of courts, contracts or other agreements.
2. Appropriations of income required by action of regulatory authorities.
3. Miscellaneous appropriations of income made at option of utility for specified purposes.

439. Appropriations of Income to Municipal Funds

This account shall include the amount of cash or other assets payable to the municipality out of the income or earned surplus of the utility.

OPERATING REVENUE ACCOUNTS

1. Sales of Water

- 460 Unmetered Sales to General Customers
- 461 Metered Sales to General Customers
- 462 Private Fire Protection Service
- 463 Public Fire Protection Service
- 464 Other Sales to Public Authorities
- 465 Sales to Irrigation Customers
- 466 Sales for Resale
- 467 Interdepartmental Sales

2. Other Operating revenues

- 470 Forfeited Discounts
- 474 Other Water Revenues
- 475 Amortization of Construction Grants

OPERATING REVENUE ACCOUNTS

1. Sales of Water

460 Unmetered Sales to General Customers

A. This account shall include the net billing for water supplied for residential, commercial and industrial purposes where the charge is not dependent in any way on the quantity of water delivered but is based on diameter of service pipe, room, foot of frontage or other similar unit.

B. Records shall be maintained so that the estimated quantity of water sold and the amount of revenue under each rate schedule shall be readily available.

461 Metered Sales to General Customers

A. This account shall include the net billing for measured water supplied for residential, commercial or industrial purposes where the total charge is, or may be, in any way dependent on the quantity of water delivered.

B. Records shall be maintained so that the quantity of water sold and the amount of revenue under each rate schedule shall be readily available.

462 Private Fire Protection Service

A. This account shall include the net billing for the use of fire protection apparatus and for water delivered in connection therewith, for the protection from fire of specific facilities either privately or publicly owned, which are billed under distinct fire protection rate schedules.

B. Records shall be readily available to show the amount of revenue under each rate schedule.

463 Public Fire Protection Service

A. This account shall include the net billing to municipalities and other public authorities for the use of mains and hydrants and for water delivered in connection therewith for the purpose of fire protection to the general public.

B. Records shall be maintained to show the basis of the billing to each municipality.

464 Other Sales to Public Authorities

A. This account shall include the net billing for water supplied to municipalities, or other subdivisions or agencies of state or federal governments, billed under either metered or flat rate tariff schedules.

OPERATING REVENUE ACCOUNTS

B. Records shall be maintained so that the quantity (estimated if not metered) of water sold and the amount of revenue under each rate schedule shall be readily available.

Note.--Do not include herein revenues from water supplied for resale or for fire protection. (See accounts 463 and 466.)

465 Sales to Irrigation Customers

A. This account shall include the net billing for water supplied for irrigation purposes, under distinct irrigation rates, billed under either metered or flat rate tariff schedules.

B. Records shall be maintained so that the quantity (estimated if not metered) of water sold and the amount of revenue under each rate schedule shall be readily available.

466 Sales for Resale

A. This account shall include the net billing for water supplied (including stand-by service) to other water utilities or to public authorities for resale purposes.

B. Records shall be maintained so that the quantity (estimated if not metered) of water sold and the amount of revenue received under each rate schedule shall be readily available.

Note.--Where the contract is reciprocal, i.e., where either party thereto may take water from the other, the total amount receivable for water supplied to the other party shall be included herein and the total amount payable for water received from the other party shall be charged to account 610, Purchased Water.

467 Interdepartmental Sales

A. This account shall include amounts charged by the water department at tariff or other specified rates for water supplied by it to other departments of the utility.

B. Records shall be maintained so that the quantity of water supplied each other department and the charges therefor shall be readily available.

2. Other Operating Revenues

470 Forfeited Discounts

This account shall include the amount of discounts forfeited or additional charges imposed because of failure of customers to pay their water bills on or before a specified date.

OPERATING REVENUE ACCOUNTS

474 Other Water Revenues

This account shall include revenues derived from water operations not includible in any of the foregoing accounts.

Items

1. Charges for maintenance of appliances, wiring, piping or other installations on customers' premises.
2. Fees for changing, connecting or disconnecting service.
3. Compensation for minor or incidental services provided for others such as customer billings, engineering, etc.
4. Profit or loss on sale of material and supplies not ordinarily purchased for resale and not handled through merchandising and jobbing accounts.
5. Rent from utility plant used in water operations.
6. Interdepartmental rents.
7. Sales of steam, but not including sales made by a steam-heating department or transfers of steam under joint facility operations.

475 Amortization of Construction Grants

When authorized by the Commission, this account shall include credits for amortization of construction grants received from state and Federal agencies. (See Account 271, paragraph D.)

OPERATION AND MAINTENANCE ~~EXPENSE~~ ACCOUNTS

1. Plant Operation and Maintenance

- 600. Salaries and Wages
- 610. Purchased Water
- 620. Fuel or Power Purchased for Pumping
- 630. Chemicals
- 640. Supplies and Expenses
- 650. Repairs of Water Plant
- 660. Transportation Expenses

2. General Expenses

- 680. Administrative and General Salaries
- 681. Office Supplies and Expenses
- 682. Outside Services Employed
- 684. Insurance Expense
- 686. Employees Pensions and Benefits
- 688. Regulatory Commission Expenses
- 689. Miscellaneous General Expenses
- 690. Uncollectible Accounts

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

1. Plant Operation and Maintenance

600. Salaries and Wages

This account shall include the cost of labor in operating and maintaining all water utility plant including source of supply, water treatment, pumping, transmission and distribution facilities.

Items

1. Operating source of supply facilities.
2. Operating power production facilities.
3. Operating pumping equipment.
4. Operating water treatment equipment and apparatus.
5. Operation of mains, services and hydrants.
6. Routine patrolling.
7. Electrolysis and soil corrosion investigations and tests.
8. Operating and lubricating gates and valves.
9. Observing and recording pressure.
10. Flushing mains and hydrants.
11. Reading and changing charts in master meters.
12. Removing and resetting, disconnecting and reconnecting, changing and relocating meters and associated equipment, except the cost of the first testing and setting of a meter which shall be charged to utility plant account 346, Meters.
13. Turning on and shutting off service even though a meter is not installed or removed.
14. Inspecting and testing meters on premises or in shops.
15. Inspecting and adjusting meter testing equipment.
16. Customer installations work, such as testing, inspecting, adjusting and repairing customers' installations, testing and inspecting services installed by customers, investigating and adjusting customers' service complaints, and changing customers' piping for convenience of utility.
17. Maintenance of water plant done by utility's own force but not including bills for contract work done by others (see account 650, Repairs of Water Plant).

610. Purchased Water

A. This account shall include the cost at the point of delivery of water purchased for resale. This includes charges for readiness to serve and the portion applicable to each accounting period of annual or more frequent payments for the right to divert water at the source of supply.

B. The records supporting this account shall be so kept as to show for each supplier from which water is purchased, point of delivery, quantity purchased, basis of charges, and the cost of water purchased. (See note to account 466, Sales for Resale.)

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

620. Fuel or Power Purchased for Pumping

A. This account shall include the cost of fuel or power purchased used directly in operation of pumps.

B. This account shall also include the cost of power transferred to water pumping operations from other departments under joint facility arrangements.

Items

1. Diesel fuel purchased.
2. Electric power purchased.
3. Gasoline purchased.
4. Gas purchased.
5. Other fuel or power purchased.
6. Steam power purchased.

630. Chemicals

This account shall include the cost of all chemicals used in the treatment of water. Include also the entire cost of any chemicals manufactured by the utility.

Items

1. Activated carbon.
2. Ammonia.
3. Caustic soda.
4. Chlorine.
5. Copper sulphate.
6. Fluorine compound.
7. High test hypochlorite.
8. Iron sulphate.
9. Lime.
10. Soda ash.
11. Sodium chlorite.
12. Sulphate of alumina.
13. Sulphuric acid.
14. Other chemicals.

640. Supplies and Expenses

This account shall include the cost of supplies used and expenses incurred in the operation of water plant.

Items

1. General operating supplies such as tools, gaskets, packing waste, gauge glasses, hose, indicating lamps, record and report forms, etc.
2. First-aid supplies and safety equipment.

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

3. Building service expenses.
4. Rents.
5. Utility service.
6. Transportation, meals and incidental expenses.

650. Repairs of Water Plant

This account shall include the amount of bills from others for repairs made to water plant and the cost of repair parts for such plant. It does not include the cost of labor of the utility's own plant operating force.

Note.--When a main is charged in grade or is relocated, the original installed cost of the main shall be credited to utility plant and charged to the accumulated provision for depreciation. The original material cost of the main shall then be credited to the accumulated provision for depreciation and charged to utility plant together with the current installation cost of placing the main at the new level or location. The excess of the actual removal and relocation costs of the job over the amount of installation costs includible in utility plant as aforesaid shall be charged to accumulated provision for depreciation, and such costs shall be considered in determining the annual provisions for depreciation.

Items

1. Contract work in repairing plant and in rearranging or re-locating plant not retired.
2. Repair parts and materials used in maintenance of water plant.

660. Transportation Expenses

A. This account shall include the cost of labor, materials used and expenses incurred in the operation and maintenance of general transportation equipment of the utility.

B. This account may be used as a clearing account in which event the charges hereto shall be cleared by apportionment to the appropriate operating expense, utility plant, or other accounts on a basis which will distribute the expenses equitably. Credits to this account shall be made in such detail as to permit ready analysis.

Items

1. Depreciation of transportation equipment.
2. Insurance on transportation equipment.
3. License fees for vehicles and drivers.

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

4. Rents for equipment and garages.
5. Repairs of transportation equipment.
6. Supplies, such as gas, oil, tires, tubes, grease, etc.

Note.--Transportation expenses applicable to construction shall not be included in operating expenses.

2. General Expenses

680. Administrative and General Salaries

This account shall include the cost of supervision and labor incurred in administrative, customer accounts, and sales activities.

Items

1. Accounting and clerical work on customers accounts and on general records.
2. Meter reading.
3. Solicitation of business.
4. Stenographic work.
5. Supervision and administration.

681. Office Supplies and Expenses

This account shall include office supplies and other expenses incurred in connection with customer accounts, sales and general administration of the utility's operations.

Items

1. Address plates and supplies.
2. Automobile service, including charges through clearing account.
3. Bank messenger and service charges.
4. Books, periodicals, bulletins and subscriptions to newspapers, newsletters, tax service, etc.
5. Building service expenses for customer accounts, sales, and administrative and general purposes.
6. Commissions or fees to others for collecting revenues.
7. Communication service expenses.
8. Cost of individual items of office equipment used by general departments which are of small value or short life.
9. Meals, traveling and incidental expenses.
10. Membership fees and dues in trade, technical, and professional associations paid by utility for employees.
(Utility memberships are includible in account 689.)
11. Meter books and binders.
12. Office supplies and expenses.

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

13. Payment of court costs, witness fees, and other expenses of legal department.
14. Postage, printing and stationery.
15. Rent of office equipment.
16. Repairs of office equipment.

682. Outside Services Employed

A. This account shall include the fees and expenses of professional consultants and others for general services which are not applicable to a particular operation function nor to other accounts. It shall include also the pay and expenses of persons engaged for a special or temporary administrative or general purpose in circumstances where the person so engaged is not considered an employee of the utility.

B. This account shall be so maintained as to permit ready summarization according to the nature of service and the person furnishing the same.

Items

1. Fees, pay and expenses of accountants and auditors, actuaries, appraisers, attorneys, engineering consultants, management consultants, negotiators, public relations counsel, tax consultants, etc.
2. Supervision fees and expenses paid under contracts for general management services.

684. Insurance Expense

A. This account shall include the cost of insurance or of reserve accruals (1) to protect the utility against losses and damages to owned or leased property used in its utility operations and (2) to protect the utility against injuries and damages claims of employees or others, losses of such character not covered by insurance, and expenses incurred in settlement of injuries and damages claims.

B. Recoveries from insurance companies or others for property damages shall be credited to the account charged with the cost of the damage. If the damaged property has been retired, the credit shall be to the appropriate account for accumulated provision for depreciation.

C. Reimbursements from insurance companies or others for expenses charged hereto on account of injuries and damages and insurance dividends or refunds shall be credited to this account.

686. Employees Pensions and Benefits

A. This account shall include pensions paid to or on behalf of retired employees, or accruals to provide for pensions, or payments for

OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

the purchase of annuities for the purpose, when the utility has definitely, by contract, committed itself to a pension plan under which the pension funds are irrevocably devoted to pension purposes, and payment for employee accident, sickness, hospital, and death benefits, or insurance therefor. Include, also, expenses incurred in medical, educational or recreational activities for the benefit of employees.

B. The utility shall maintain a complete record of accruals or payments for pensions and be prepared to furnish full information to the Commission of the plan under which it has created or proposes to create a pension fund and a copy of the declaration of trust or resolution under which the pension plan is established.

C. There shall be credited to this account the portion of pensions and benefits expenses which is applicable to nonutility operations or which is charged to construction unless such amounts are distributed directly to the accounts involved and are not included herein in the first instance.

688. Regulatory Commission Expenses

A. This account shall include all expenses (except pay of regular employees only incidentally engaged in such work) properly includible in utility operating expenses, incurred by the utility in connection with formal cases before regulatory commissions, or other regulatory bodies, or cases in which such a body is a party, including payments made to a regulatory commission for fees assessed against the utility for pay and expenses of such commission, its officers, agents and employees.

B. Amounts of regulatory commission expense which by approval or direction of the Commission are to be spread over future periods shall be charged to account 183, Other Deferred Debits, and amortized by charges to this account.

689. Miscellaneous General Expenses

This account shall include the cost of expenses incurred in connection with the general management of the utility not provided for elsewhere.

Items

1. Industry association dues for company memberships.
2. Contributions for conventions and meetings of the industry.
3. Experimental and general research work for the industry.
4. Communication service not chargeable to other accounts.
5. Trustee and registrar fees and expenses.
6. Publishing and distributing annual reports.
7. Advertising.
8. Public notices of financial, operating, and other data required by regulatory statutes.

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OPERATION AND MAINTENANCE EXPENSE ACCOUNTS

9. Rents for property used in customer accounts, sales or administrative and general functions.

690. Uncollectible Accounts

This account shall be charged with losses from uncollectible accounts or with accruals to provide for anticipated losses from uncollectible utility revenues. Such accruals shall be credited to account 144, Accumulated Provision for Uncollectible Accounts. If the accrual method is used, losses from uncollectible accounts shall be charged to account 144.